
Job Description

Staunton Montessori School

Administrative Assistant

The Administrative Assistant for Staunton Montessori School serves a key role supporting the management and organization of the school. This position acts as a liaison between the Head of School and the greater community and assists with the daily operations of the school.

Minimum daily hours during the school year shall be 7:30 am to 3:30 pm. In general, this position differs from regular school staff in that it is considered a daily, year-round position versus one that adheres to the school calendar. As such, the included time off during the school year will mirror the academic calendar for major holidays and breaks, approximately six weeks.

Minimum daily hours when school is not in session, i.e. the summer, shall fluctuate based on office and staffing needs but would never begin later than 9am. Hours per week during the summer session will not exceed thirty-five (35) hours. These schedule alterations shall be coordinated with the Head of School based on office coverage needs. This position is required to track and document all hours that differ from the standard schedule.

This position must attend all school events, including parent information meetings, orientations (staff/new student-parent), picnics, social events, and staff meetings.

Responsibilities include, but are not limited to:

- General office duties, as assigned by the Head of School, including, but not limited to, filing, copying, answering phones, data entry, typing and records management. In the event of teacher absence, the office helps to cover any school staffing needs.
- Responsible for the direct care of the children during the “precare” program for SMS students that is held before school each day.
- Advise and assist the Head of School whenever possible to facilitate the improvement and success of the school.
- Keep documentation current pertaining to licensing requirements, including emergency drills, monthly safety checks, medication administration, etc.
- Submit and keep current any documentation required by VDOE/VDSS, such as TB testing, background checks, etc.
- Report any staff concerns, or other students, parents, or classroom concerns to the Head of School.

- Operate within the policies and guidelines established by the Board of Trustees.

The ideal candidate:

- Will be highly organized with a proficiency in Google Suite, data management, and has a strong attention to detail.
- Has experience in a school setting, ideally in an administrative/secretarial role.
- Enjoys and interacts well with adults and children of all ages.
- Communicates clearly and effectively.
- Has a strong ability to multi-task and self-manage.
- Is familiar with Montessori philosophy and practices, or is willing to acquire this knowledge.
- Will be up-to-date with CPR/1st Aid and MAT certification and/or willing to complete this certification after hire.
- Preferred, but not required - Has experience teaching Middle School classes, such as Spanish or Physical Education.

Related keywords: administrative assistant, office assistant, administrative, secretary

Job Types: Full-time, Contract

Pay: \$28,000.00 - \$30,000.00 per year

COVID-19 considerations:

All members of the community may be required to wear masks, as we follow CDC and VDH guidelines and protocols.